

CHAPTER 9  
RENEWAL, EXPIRATION AND REINSTATEMENT OF  
CERTIFICATES AND REGISTRATIONS, AND INACTIVE STATUS

[Prior to 2/20/02, see rules 193F—4.2(543D) and 193F—4.5(543D)]

**193F—9.1(272C,543D) Biennial renewal.**

**9.1(1)** Certificates and associate registrations must be renewed on a biennial basis or they shall lapse.

**9.1(2)** Persons whose last names begin with A to K shall renew in even-numbered years. Persons whose last names begin with L to Z shall renew in odd-numbered years. Certificates and registrations shall expire biennially on June 30.

**9.1(3)** An application to renew a certificate or registration shall be submitted on a form obtained from the board office or on the board's Web site. Applicants may renew electronically through a board-established electronic process, as available.

**193F—9.2(272C,543D) Notices.**

**9.2(1)** It is the policy of the board to mail renewal notices to certified and associate appraisers to the last address on file with the board in the May preceding certificate or registration expiration. Neither the failure of the board to mail such a notice nor the licensee's failure to receive such a notice shall excuse the requirement to timely renew and pay the renewal fee.

**9.2(2)** Certified and associate appraisers must ensure that the address on file with the board office is current and that the board is notified within 30 days of any address change.

**193F—9.3(272C,543D) Renewal procedures.**

**9.3(1) *Date of filing.*** Certified and associate appraisers shall file a timely and sufficient renewal application with the board by the June 30 deadline in the biennial renewal year. An application shall be deemed filed on the date received by the board, the date of electronic submission or, if mailed, the date postmarked, but not the date metered. Applications to renew that are not timely received by the board shall be treated as applications to reinstate, as provided in rule 193F—9.4(272C,543D).

**9.3(2) *Continuing education.*** An applicant for renewal shall report the applicant's compliance with the continuing education requirements provided in 193F—Chapter 11. Full compliance with applicable continuing education requirements is a condition of renewal in active status. Applications to renew certificates or registrations in active status that do not, on their face, demonstrate full compliance with all applicable continuing education requirements shall be rejected as insufficient, as provided in subrule 9.3(4).

**9.3(3) *Background disclosures.*** An applicant for renewal shall disclose such background and character information as the board requests, which may include disciplinary action taken by any jurisdiction regarding a professional license of any type, the denial of an application for a professional license of any type by any jurisdiction, and the conviction of any crime.

**9.3(4) *Insufficient applications.*** The board shall reject applications that are insufficient. A sufficient application within the meaning of Iowa Code section 17A.18(2) must:

- a.* Be signed by the applicant if submitted in person or mailed, or be certified as accurate if submitted electronically;
  - b.* Be fully completed;
  - c.* Reflect, on its face, full compliance with all applicable continuing education requirements;
- and

*d.* Be accompanied by the proper fee. The fee shall be deemed improper if, for instance, the amount is incorrect, the fee was not included with the application, the credit card number provided by the applicant is incorrect, the date of expiration of a credit card is omitted or incorrect, the attempted credit card transaction is rejected, or the applicant's check is returned for insufficient funds or written on a closed account.

**9.3(5) *Resubmission of rejected applications.*** The board shall promptly notify an applicant of the basis for rejecting an insufficient renewal application, and shall return or refund any fees received. Applicants for certificate or registration renewal may remedy the insufficiency and resubmit applications that were rejected as insufficient. Resubmitted applications shall be deemed received when personally delivered to the board office, on the date of electronic submission or, if mailed, the date postmarked, but not the date metered. Resubmitted applications to renew that are not timely received by the board shall be treated as applications to reinstate, as provided in rule 193F—9.4(272C,543D).

**9.3(6) *Administrative processing not determinative.*** The administrative processing of an application to renew a certificate or registration shall not prevent the board from subsequently commencing a contested case to challenge the applicant's qualifications for continued licensure or to assert disciplinary charges if grounds exist to do so. The board may take such an action, for example, if an application to renew reflects full compliance with continuing education, but the licensee is unable to document compliance in a subsequent audit.

**9.3(7) *Denial of timely and sufficient application to renew.*** If grounds exist to deny a timely and sufficient application to renew, the board shall send written notification to the applicant stating the grounds for denial. The procedures described in rule 193—7.40(546,272C) shall apply.

#### **193F—9.4(272C,543D) Failure to renew.**

**9.4(1)** The certificate or registration of a certified or associate appraiser shall lapse unless the appraiser:

- a.* Submits a timely and sufficient renewal application by the expiration date, or
- b.* Submits a sufficient renewal application within 30 calendar days of the expiration date, accompanied by an additional penalty of 25 percent of the biennial renewal fee.

**9.4(2)** If a certified or associate appraiser fails to renew within the 30-day grace period provided for in subrule 9.4(1), the certificate or registration shall lapse and the appraiser shall be required to reinstate in accordance with subrule 9.4(3).

**9.4(3)** The board may reinstate a lapsed certificate or registration upon the applicant's submission of the appropriate form, payment of a reinstatement fee of \$150, and submission of evidence of completion of all required continuing education.

**9.4(4)** Certified and associate appraisers are not authorized to practice or to hold themselves out to the public as certified or registered appraisers during the period of time that the certificate or registration is lapsed. Any violation of this subrule shall be grounds for discipline.

#### **193F—9.5(272C,543D) Inactive status.**

**9.5(1) *General purpose.*** This rule establishes a procedure under which a person issued a certificate or associate registration may apply to the board to register in inactive status. Registration under this rule is available to a certificate holder or associate registrant residing within or outside the state of Iowa who is not engaged in Iowa in any practice for which a certificate or associate registration is required. A person eligible to register as inactive may, as an alternative to such registration, allow a certificate or associate registration to lapse. The board will continue to maintain a data base on persons registered as inactive, including information which may not routinely be maintained after a certificate or associate registration has lapsed through failure to renew. A person who registers as inactive will accordingly receive renewal applications, board newsletters and other mass communications from the board. Because a person registered in inactive status may not practice in Iowa or hold oneself out to the public as authorized to practice as a certified appraiser or registered associate appraiser, such person is not required to complete continuing education.

**9.5(2) Eligibility.** A person holding a lapsed or active certificate as a real property appraiser, or a lapsed or active registration as a registered associate, which has not been revoked or suspended may apply on forms provided by the board to register as inactive if the person is not engaged in the state of Iowa in any practice for which a certificate or associate registration is required. Such a person may be actively engaged in the practice of real estate appraising in another jurisdiction. Such a person may also engage in such appraisal practices as may be performed in Iowa by persons who do not hold a certificate as a real property appraiser or associate registration as long as the person does not hold oneself out to the public as a certified or associate real estate appraiser.

**9.5(3) Affirmation.** The application form shall contain a statement in which the applicant affirms that the applicant will not engage in any practice prohibited by subrule 9.5(2) in Iowa without first complying with all rules governing reinstatement to active status. A person in inactive status may reinstate to active status at any time pursuant to subrule 9.5(6).

**9.5(4) Renewal.** A person registered as inactive may renew the person's certificate or associate registration on the biennial schedule described in 193F—9.1(272C,543D). Such person is exempt from the continuing education requirements for renewal and will be charged a reduced rate, as provided in 193F—Chapter 12. An inactive certificate or associate registration shall lapse if not timely renewed. An active certificate holder or associate registrant may renew as inactive if such person has not completed all continuing education requirements and may thereafter apply for active status when the deficiency has been remedied.

**9.5(5) Grounds for discipline.** Certified and associate appraisers are not authorized to practice or to hold themselves out to the public as certified or registered appraisers during the period of time that the certificate or registration is in inactive status. Any violation of this subrule shall be grounds for discipline.

**9.5(6) Reinstatement.** A person registered as inactive shall apply for reinstatement to active status prior to engaging in any practice in Iowa that requires certification or associate registration. An application for reinstatement to active status shall be on a form provided by the board, shall demonstrate full compliance with all applicable continuing education requirements, and shall be accompanied by a \$50 reinstatement fee and the biennial fee for active status. Such an applicant shall be given credit for renewal fees previously paid if the person applies for reinstatement at other than the person's regular renewal date. A person changing from active to inactive status during a biennial renewal period shall not, however, be entitled to a refund of any of the fees previously paid to attain active status.

**193F—9.6(272C,543D) Property of the board.** Every certificate or associate registration issued by the board shall, while it remains in the possession of the holder, be preserved by the holder but shall, nevertheless, always remain the property of the board. In the event that a certificate or associate registration is revoked or suspended, or is not renewed, or is registered in inactive status, it shall, on demand, be delivered by the holder to the board. The board shall generally not request return of a certificate or associate registration if it has not been revoked, suspended or voluntarily surrendered in a disciplinary action, but may do so if the board reasonably determines that grounds exist to believe that a person holding a lapsed or inactive certificate or associate registration has engaged in a practice for which active certification or registration is required.

These rules are intended to implement Iowa Code section 543D.5.

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